

**MINUTES
VENDOR ADVISORY COMMITTEE
MAY 5, 2009**

Members Present: Mike Masters, Greg Alexander, P.D. Morrison, Gladys House, Diana Keller, Nancy Evans, Roy Mata, Arlene Dillworth, Ken Sorley, Ron Pigott (non-voting), Paul Gibson (non-voting)

Members Absent: None

Staff Present: Ron Pigott, David Duncan, Paul Gibson, Kristine Brock, Bobby Pounds, Valerie Simpson, Chuks Amajor, Woody Fluharty, Rachel Snell, Wes Ogilvie, Kit von Wupperfeld

Others Present: Milton Turnipseed (TIBH), Kyle Radford, Ashlin Gunter, Ron Cullers, Ardra Alexander (TWC)

The meeting was called to order by Chair Mike Masters at 1 p.m. All present introduced themselves.

Upon a motion by Greg, seconded by Ken, minutes of the April 7 meeting were approved unanimously.

At the request of the Chair, agenda items were taken out of order to accommodate those attending to make presentations.

Item 9 – Discussion of HUB Outreach and Marketing Efforts

Delane Caesar, Director of Public Outreach and Strategies, discussed recently revised materials marketing the HUB program. Public Outreach is responsible for web pages, editorial content of publications, and newsletters. The goal is to have clear, concise information aimed toward a diverse readership. Recent efforts focused on making materials easier to use and more people oriented. Their surveys show a need to reach out more strongly to black and Hispanic businesses.

Rachel Snell, of TPASS HUB Marketing, discussed her direct work with HUB vendors, and her attendance at professional meetings to recruit more HUB businesses. TPASS will host 5 vendor events this year. Other efforts include establishing protégé/mentor relationships between businesses potential HUBs and looking into making videoclips from marketing sessions available online (this issue was also raised by Arlene Dillworth). Mike offered to share information on issues prime contractors have when attempting to find HUB subcontractors.

Item 8 – Overview of HUB Semi-Annual Report

Paul Gibson distributed copies of the Executive Summary of the FY 2009 Semi-Annual HUB report. Some highlights: there are more than 13,000 HUB businesses in the state's directory; however, only 28% are listed on the Centralized Master Bidders' List (CMBL).; approximately 200 new applications for certification arrive monthly; there is a major increase in spending with HUBs through group purchasing initiatives.

Item 7 – SMARTBUY Update

Vince Sellers, of CPA's Business Processes, and Kim Oliver, Contractor, discussed catalogue preparation, how to place orders, the vendor FAQs (Frequently Asked Questions), and, in response to Board questions, the possibility of a Webinar for user and vendor training.

Item 12 – Summary of the Need for Sales Reporting and the Upload Feature in Texas SmartBuy

Bobby Pounds, TPASS Contract Management, discussed sales reporting requirements, and how the reporting enables the State to track expenses in various categories. In addition, he distributed instructions on how to upload existing sales reports.

Item 4 – Subcommittee Reports from the HUB Subcommittee and Public Outreach and Communications Subcommittee

The HUB Subcommittee had no activity to report

For Public Outreach and Communications Subcommittee, Arlene stated that information prepared for public outreach was under review by CPA Communications staff.

Item 5 – Legislative Updates

Ron said SB 0953 (requiring increases in more required training and staff) is “dead in the water”. SB 2321 (administrative move to put the requirement for the fee charged for CMBL’s HUB portion in the Government Code) moved out of committee. Little else involving procurement is happening in the Legislature.

Item 6 – Update on Other Governmental Entity Meetings Attended by VAC Members

Gladys attended the Senate Appropriations Committee meeting, where the impact of stimulus funds on the budget was reviewed.

Item 13 – Overview of Strategic Sourcing

Chuks Amajor, Director of Strategic Sourcing and Contract Monitoring, gave a presentation on last summer’s strategic sourcing project. Meetings were held with the vendor community for input, resulting in revision of RFPs to enable more small vendors to compete for state-wide contracts. Price increase requests would be tied to the Producer Price Index (PPI). Short term work includes RFPs for office supplies, procurement card operations, food, and travel services. Long-term work will focus on leveraging the realized savings by partnering with other purchasing entities, such as coops and local governments.

Item 10 – Discussion of HUB Goals and Entities in Texas That Are Not Meeting Their Goals

Gladys expressed concern about Houston-area agencies not meeting their HUB goals and not paying subcontractors. Summary discussion: Roy requested examples. Gladys wanted to know how the VAC could be of help to local governments in addressing these situations. Each agency sets its own goals. Ron said TPASS provides numbers for review, but has no enforcement authority. There was some discussion about the role of the Legislative Budget Board in enforcement, but that is up to the Legislature. LBB can only ensure that funds set aside for a specific project are spent on the project. The CPA/TPASS has no jurisdiction over local governments, cities, schools, etc.. Roy suggested Gladys work with her state legislators to try to resolve. Ron said CPA is a resource, but cannot tell the legislature how to change the law.

Item 11 – Discussion of the VAC Membership and Adding and Removing Members

Gladys asked that for training purposes, when new members come on the Board, they also have opportunities to be included as officers. Her concern was having only veteran members serving as officers. Mike asked if there was any action Gladys wanted the VAC to take, and she said she just wanted clarification. She was advised there is no restriction on members' service in that capacity. Arlene suggested new members be informed that they are eligible for election.

Item 15 – Future Agenda Items

Mike said a process is needed for adding non-standard items to the agenda.

Greg moved that meetings be conducted quarterly, rather than monthly. Seconded by PD and passed unanimously.

Upon a motion made by Diana and seconded by Greg, it was unanimously agreed that non-standard items for the agenda should be sent to Mike no later than three weeks prior to the next meeting; after Executive Committee review, it will be forwarded to Ron for inclusion on the agenda, if approved.

David Duncan, TPASS Deputy General Counsel, said the next meeting needs to include an item regarding annual review of the committee guidelines, after review by the Executive Committee. Mike said he would arrange the review.

The meeting was adjourned by Mike at 4:15 p.m.

Next meeting: August 4, 2009 at 1 p.m.